

**Office of Executive Inspector General  
Division of Hiring & Employment Monitoring  
Position Description  
ANALYST**

Posting Date: Tuesday, March 22, 2023  
Posting Close Date: Tuesday, April 5, 2023  
Starting Salary Range: \$4,583.50 to \$6,250.00 Monthly  
(\$55,002 - \$75,000/yr)

**POSITION SUMMARY:** Under the direct supervision of the Supervising Analyst, serves as Analyst for the OEIG Division of Hiring & Employment Monitoring (HEM). The incumbent is responsible for performing a variety of duties pertaining to the OEIG's mandate to ensure that hiring and employment decisions, practices, and programs comport with the law. Responsibilities include but are not limited to: reviewing hiring and/or employment files; obtaining and analyzing hiring and employment-related information; documenting monitoring activities and results, among other information; and working with State agency staff, among others, in ensuring the integrity of hiring and employment decisions and practices. This position involves working with information of an extremely sensitive and confidential nature.

**DUTIES & RESPONSIBILITIES:**

1. Under supervision, independently, or in a coordinated fashion, reviews hiring and/or employment files, documentation, and actions in order to assess or effectuate compliance.
2. Works with, liaises, and meets with State agency staff, among others, to obtain information and documentation, as well as a detailed understanding of internal protocol, processes and practices.
3. Conducts onsite reviews of documentation and in-person or virtual monitoring of interview and selection process.
4. Determines and keeps current on governing State hiring and employment-related statutory and regulatory authority, rules, and policies by, including but not limited to, performing research and attending training sessions.
5. Prepares detailed written reports, advisories and memoranda documenting individual or divisional compliance activities, findings and/or recommendations; participates in divisional reporting activities.
6. Collects, interprets, and evaluates narrative, statistical and other data in order to assess risk regarding employment or hiring-related activities.
7. Assists in monitoring State agency efforts to attain or maintain compliance with remedial recommendations.
8. Identifies issues that may require intra-OEIG referrals for investigation or referrals to other authorities or entities, and participates in discussions regarding opening matters for investigation.
9. Consults with and/or advises agency staff, among others, on hiring or employment-related initiatives and processes; applies governing authority in assessing and explaining same.
10. Performs other duties as required or assigned which are reasonably within the scope of the responsibilities enumerated above.

**ABILITIES & SKILLS – To be successful in this position, a HEM Analyst should have the following:**

- ability to communicate clearly and concisely, both verbally and in writing, with coworkers, and agency personnel and representatives in a professional manner;
- strong organizational, time management, analytical and problem-solving skills;
- aptitude in identifying issues that should be explored and analyzed;
- flexibility and interest in working both independently and collaboratively in a team environment, including considering and incorporating opinions and feedback of others;
- high personal ethical standards and the ability to work appropriately with sensitive and confidential materials;
- a willingness to travel to remote sites statewide, including overnight; and
- familiarity with computers, photocopiers, telecommunication equipment, and videoconferencing applications.

**REPORTS TO:** Supervising Analyst of Division of Hiring & Employment Monitoring

**SUBORDINATE POSITION(S):** None

**MINIMUM QUALIFICATIONS:**

- a bachelor's degree; or an associate degree and two years of professional experience conducting or participating in compliance monitoring reviews or investigations or programs and processes; or four years of progressively challenging professional experience conducting or participating in compliance monitoring reviews or investigations or programs and processes;
- professional or academic experience utilizing compliance monitoring and investigative techniques, practices, and concepts.

**PREFERRED QUALIFICATIONS:**

- bachelor's degree in human resources, human relations, public administration, auditing, risk management, or public administration;
- professional certification as a fraud examiner, compliance auditor/examiner, or human resources professional;
- experience working in a government setting, with specialized knowledge of State hiring and employment practices;
- experience in identifying and evaluating risks, and proposing and helping implement remedial recommendations;
- experience conducting extensive document review and analysis;
- proficiency writing detailed reports and memoranda that are accurate, concise, and free from spelling and grammatical errors; and
- knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications.

**JOB STATUS:** Full-time, FLSA non-exempt. This position is exempt from the provisions of the State of Illinois Personnel Code.

**LOCATION:** The position is in our Chicago office at 69 West Washington.

**HOW TO APPLY: (The OEIG is a non-code state agency)**

Applicants should select the employment tab on our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "Apply to the OEIG" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer. If you require reasonable accommodation in completing this application, interviewing, or completing any pre-employment testing, please direct your inquiries to Human Resources at (312) 814-1789, or [OIG.InspectorGeneral@illinois.gov](mailto:OIG.InspectorGeneral@illinois.gov).

Hiring decisions are not based on or affected by political factors, including political sponsorship, affiliation, or support.